

City of Auburn

**USE PERMIT APPLICATION**

1225 Lincoln Way Auburn, California 95603 (916) 823-4244

Information to be completed by Applicant

1. Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

2. Name of Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

3. Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

4. Name of Authorized representative if other than Applicant (letter of authorization to be included):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

5. General location of subject property (copy of Assessor's plat map or subdivision map shall be included):

Subdivision or parcel map lot number \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Address of Site \_\_\_\_\_

6. This Use Permit for the purpose of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If this permit is not desired on a permanent basis, state the period for which it is desired:

From \_\_\_\_\_ To \_\_\_\_\_

8. I hereby make application for a Use Permit under the terms of Section 9-4.00 of the Zoning Ordinance and under such conditions as may be set forth by the Planning Commission; said Use Permit to be valid for a period of time as established by the Planning Commission. I certify that the foregoing is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant/Authorized Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner

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**INFORMATION TO BE COMPLETED BY STAFF**

9. Use Permit No. \_\_\_\_\_ Date Submitted \_\_\_\_\_

10. Fee \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received by \_\_\_\_\_

11. Existing Zoning \_\_\_\_\_ Existing General Plan \_\_\_\_\_

12. Related Application \_\_\_\_\_

13. Completeness letter date \_\_\_\_\_

14. Environmental Determination \_\_\_\_\_ Date \_\_\_\_\_

15. Notes \_\_\_\_\_

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**City of Auburn**

1225 Lincoln Way, Auburn, CA 95603 Phone (530) 823-4211 Fax (530) 885-5508

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<p><b>USE PERMIT APPLICATION <u>INFORMATION</u></b></p>
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**GENERAL INFORMATION:** The City of Auburn Zoning Ordinance requires Use Permits for certain uses of land which may be suitable only in specific locations or which may be suitable only if designed or situated on the site in a certain manner. The purpose of the permit is to allow for public notice and review of the request by the Planning Commission, which has the authority to approve, approve with conditions, or deny any conditional use permit request.

**ENVIRONMENTAL REVIEW:** A Use Permit application may be processed only after the environmental review has been completed in accordance with the Auburn Municipal Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the City Community Development Department.

**A. Application Checklist:** All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City staff).

1. One (1) completed copy of the application form.
2. One (1) completed copy of the Environmental Review Checklist (if applicable).
3. Thirty (30) copies of the site plan and thirty (30) copies of all applicable elevations (including one colored set), landscape plans, parking plans, etc.
4. An 8 ½" X 11" clear transparency of the plot plan and any other related maps, plans, etc. is required.
5. One (1) materials sample board.
6. One (1) preliminary title report.
7. The appropriate non-refundable filing fee.
8. Two sets of mailing labels of names and addresses of property owners within 300 feet of the perimeter of the site.
9. One (1) map designating area of 300 foot property owners.

10. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

**B. Site Plan:** Thirty (30) copies. All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City staff).

1. Title Block including applicant, agent, engineer, architect address and telephone numbers.
2. Summary legend describing project information including zoning and lot size. For new construction, provide summary of units permitted proposed, building coverage permitted and proposed, and unit square footage breakdown.
3. Graphic scale and north arrow.
4. Vicinity map (showing property location to major roads or major landmarks).
5. Show location and dimensions of existing and proposed structures and walls. (Identify existing as a solid line and proposed as a dashed line).
6. Label the use of all existing and proposed structures or area.
7. Show the distance between structures and to the property lines.
8. Show square footage of the structure(s) and percentage of structure coverage in relationship to the entire lot.
9. Show location and dimensions of adjacent street right-of-way, property lines, building setback lines, sidewalks and easements.
10. Show off-street parking facilities, including parking area and layout, loading areas, trash storage areas, dimensions and numbers of individual parking spaces (including handicapped spaces) and aisles.
11. Show site access (including driveways).
12. Indicate existing and proposed landscaping. Preliminary landscaping to include trees and major planting areas (specific materials, sizes, and number to be part of final detailed plans following Commission approval).
13. Show exterior lighting.
14. Show size and species of all trees 6 inches and greater in diameter at breast height.
15. Show location and size of all proposed and existing signs, fences and walls.

16. Site plans should be maximum size of 18" X 26". If larger than 8 ½" X 11", they should be folded to an 8 ½" X 11" format.
17. Show location and general dimensions of water courses and drainageways on the site, including any proposed modifications.
18. Show location and general dimensions of all existing and proposed culverts or bridges on the site.
19. An 8 ½" X 11" clear transparency of the plot plan and any other related maps, plans, etc. is required for all projects.

**C. Preliminary Grading Plan (if applicable)** Thirty (30) copies of a detailed grading and drainage plan (when applicable) drawn to scale.

1. Project name, north arrow and scale (scale to match site plan).
2. All existing grades and proposed grades (both on site and on adjacent property as it affects proposed grading).
3. Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code).
4. Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent property.
5. All cut/fill slopes.
6. Location and elevations of proposed retaining walls (include TW and BW elevations at key locations).
7. All true elevations including: contours, spot, existing and post project elevations.
8. Method of drainage.
9. Any natural features including: wetlands, streams, slopes, etc.
10. All existing trees 6" in diameter and larger.
11. Grading quantities (excavation, fill and site balance).
12. Provide representative cross sections for key locations on the project.

**D. Landscape Plan (if applicable):** Fifteen (15) copies of a landscape plan drawn to scale indicating:

1. Project name, north arrow and scale (scale to match site plan).
2. Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quality; size; and water usage (L, M, H).
3. Location of proposed of proposed turf (grass) areas.
4. 4. A Plant Legend in table form indicating all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L, M, H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
5. Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
6. Shading calculations for parking areas.
7. Detail of pedestrian plaza/site furniture and enhanced paving (when applicable).
8. The height and design of all fencing, walls, or other screening, including adjacent development that would affect or influence the on-site landscaping.

**NOTE: Irrigation system(s) delineating coverage must be submitted with plans for building permits.**

**E. Project Elevations (if applicable):** Fifteen (15) copies. When applicable, project elevations are to be submitted, drawn to scale, properly dimensioned, and clearly showing all of the following items with one set to be colored.

1. Buildings (existing and proposed) from at least four (4) directions (labeled by compass direction).
2. Height of all existing and proposed structures.
3. Exterior building materials (labeled).
4. Colors including all exterior surfaces and materials.
5. Mechanical equipment and appurtenances including roof units, air conditioners, gas and water meters, and electrical boxes if known.

6. Fences and walls (materials labeled).
7. Signs (existing or proposed).
8. Exterior lighting.

**NOTE: Elevations must not show site or background details (i.e. mounding, trees, plantings, mountains, etc.) unless reasonable facsimiles will be put into initial project.**

**F. Material Sample Board:** One (1) copy. Specific examples of proposed materials and colors to include:

1. Exterior building materials (e.g., siding, plaster, trim, etc).
2. Roofing material.
3. Exterior paint/finish colors (e.g. color chips, actual product examples, etc.).
4. Sign materials/colors.

**G. Additional Information:** Other drawings or diagrams: Elevations, drawings cross sections, building footprints, detailed landscape plans or photographs may be required once staff has reviewed the nature and extent of your project.

**H. Use Permit for Planned Unit Development, Additional Requirements:** In accordance with Article 7 of the Auburn Municipal Code, all applications for a PUD shall furnish the following information:

1. The types of residence to be constructed.
2. The proposed staging of construction by units if the PUD is to be constructed in stages.
3. The location and proposed uses of open spaces.
4. The legal requirements and documents required by the provisions of Section 9 – 4.711 of City code.
5. All the information necessary to determine whether all the requirements of Section 9 – 4.704 of this article for the following are satisfied:
  - a. The building coverage ratio;
  - b. The parking ratio;
  - c. The open space ratio.

6. The location and layout of the parking areas.
7. The location of all existing vegetation and geological features to be retained.

**NOTE: SUBMITTAL OF AN APPLICATION DOES NOT IMPLY APPLICATION ACCEPTANCE. THE STAFF WILL REVIEW THE APPLICATION AND MATERIALS WHICH WILL BE DEEMED COMPLETE AND ACCEPTED ONLY IF ALL REQUIRED ITEMS HAVE BEEN INCLUDED.**